

Sign Buying Process for Signs Requiring Permits

The process starts with the customer providing us with some information about their business and what they are looking for i.e. if they know what kind of sign they want, their logo, colors, etc. Before we can design or provide an estimate we need to know what the sign will look like, how it will fit in the allowed space, and what the building owner/property manager will allow. The customer should review their lease or contact the lessor to get the specifics on what is allowed before contacting us. Once we have this information and review the city/county code we can provide an estimate and rough concept.

Once the estimate is approved and we receive the 50% deposit, we can begin the Permitting Process. We will provide a final proof of the sign on the building, attachment detail and an authorization that we will need you to send to your building owner/property manager for approval. Once we receive these documents back and we finish the required paperwork, we can submit the paperwork to the city or county for permit approval. Permitting is where we are required to get the approval from the city or county based on their specific sign code. Depending on where you are located there are different sign codes and allowances and each city/county has a different time range of when permits will be approved, typically ranging from 1-3 weeks.

Once the permit has been approved, that is our go ahead to move into production. Production is where we begin fabricating your custom signage. Production time will depend on what we are currently fabricating at the time we receive your permit approval and the complexity of your sign. We will be continuously updating you on the production schedule and anticipated date of install. Typically, this process is 3-4 weeks.

The final step, is the installation! Once the sign fabrication is completed we will finalize the install date. Once we are on site we will install the sign (if electrical we will test it), post the permits and call in for inspection.

Hopefully knowing the process of buying a permitted building sign helps you understand all the steps involved and timing required to complete the process.